

*Numbered Memorandum RM 06-13: "NWM 08 2006 NARA Bulletin 2006-02
NARA Guidance for Implementing Section 207(e) of the E-Government Act of
2002"*

The attached NARA Bulletin (2006-02) recaps existing requirements for records management and the development of disposition schedules for all record material, including electronic systems. It also includes actions and due dates to ensure schedules for electronic systems are completed by each agency. In FY 2006, the Records Management Division, OCIO, will begin working with Program Offices to identify applicable systems. To date only a few of the Department's e-systems have been scheduled.

Currently, a records disposition collaboration group lead by Savannah River is working with this Office and other Field sites to revise existing disposition schedules and the methods used for developing DOE schedules. This will be a lengthy process and final drafts on most schedules are not expected until late 2006/early-to-mid 2007. The goal is to use the flexible scheduling guidance issued by NARA to develop schedule "buckets", a simplification of existing schedules using broad band retention periods to cover multiple requirements. In addition to revising existing schedules, we hope to be able to meet NARA's expectations by including all e-systems (that are not considered "major") in the bucket schedules. Major, enterprise-wide electronic systems will be scheduled separately.

An overview of this project and future plans for developing schedules will be provided at the Annual Information Management Conference in March. After the workgroup has finalized the first draft schedule, it will be coordinated across the complex and presented to NARA for review and comment.

An enterprise-wide approach is being taken to the requirements outlined in NARA Bulletin 2006-02. Please do not consult directly with NARA on these requirements until the workgroup has had an opportunity to present its approach and a sample product to our NARA contacts at HQ.

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Subject: NWM 08 2006 NARA Bulletin 2006-02 NARA Guidance for
Implementing Section 207(e) of the E-Government Act of 2002.

December 16, 2005

NWM 08.2006

MEMORANDUM TO FEDERAL AGENCY CONTACTS: NARA Bulletin 2006-02 NARA
Guidance for Implementing Section 207(e) of the E-Government Act of
2002.

I am pleased to notify you that NARA has issued NARA Bulletin 2006-02
NARA Guidance for Implementing Section 207(e) of the E-Government Act
of 2002. The bulletin is attached to this announcement and has been
posted to the NARA web site at [http://www.archives.gov/records-
mgmt/bulletins/index.html](http://www.archives.gov/records-mgmt/bulletins/index.html).

This bulletin provides Federal agencies with the National Archives and
Records Administration's (NARA) approach to improve the management of
electronic records, including web records, as directed by Section
207(e) of the E-Government Act of 2002, [44 U.S.C. 3601]. The bulletin
reminds agencies that all electronic records created and received by
agencies are subject to the same existing statutory and regulatory
records management requirements as records in other formats and on
other media. Agencies must continue to manage their records, including
electronic records, consistent with 44 U.S.C. ch. 31, 44 U.S.C. 3506,
36 CFR Ch. XII, Subchapter B, Records Management, and OMB Circular A-
130, par. 8a1(j) and (k) and 8a4. In addition, this bulletin
highlights agency responsibilities under these regulations, to identify
and schedule ALL their electronic records, and to transfer to NARA
electronic records that have a permanent retention. For agencies that
are not already compliant with these policies, NARA is also formally
establishing Government-wide deadlines for such compliance, as required
by section 207(e)(2)(B) of the E-Government Act of 2002. The chart in
Attachment 1 of this NARA bulletin summarizes those deadlines. Major
areas of existing NARA guidance and plans for future guidance are
described in Attachment 2 of this bulletin. Agencies are reminded of
the potential applicability of the General Records Schedules as an
authority to dispose of administrative electronic records systems.

If you need more general information about the contents of this
bulletin, please contact Laurence Brewer, director of the Life Cycle
Management Division at Laurence.Brewer@nara.gov or on 301-837-1539.

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